

Department Of Correction**INTERNSHIP INFORMATION**

Official Title: **Student Intern**

Salary: **Unpaid**

Internship Track: **PDCU**

Position Type: **Internship**

Number of Vacancies: **1**

Hours/Schedule: **Flexible**

Posting ID #: 051

Location: **PDCU, Milford, MA**

Duration: **Flexible**

Position Description: The intern will be required to familiarize themselves with ACA standards contained within the ACI 4th edition manual and the 2012 supplement, attend scheduled committee meetings and assist in the compilation of committee recommendations.

Responsibilities/Major Duties: The intern will assist in the compilation and preparation of the audit reports. The intern will be required to familiarize themselves with applicable Department policies and County standards contained within 103 CMR 900.00. The intern may also be required to attend selected audits at State and County Correctional facilities to assist them in understanding the audit process purpose.

Preferred Qualifications: Should be organized, motivated, mature and able to handle confidential information. Computer skills required.

How to apply:**Mail Internship Application to:**

Monserrate Quiñones, Director, ODEO
Office of Diversity & Equal Opportunity
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-7785

For additional information or questions, please contact:

Lori Costa at (508) 850-7783 or email at lori.costa@massmail.state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.